

ROUTING AND TRANSMITTAL SLIP

2/6

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/P & T.S.	Bgc	2/6
2. <del>ECPO</del> Please pass		8 FEB 1980
3. J.D./L		8 FEB 1980
4. J./L		7 FEB 1980
5. O.L./P & T.S. (ARMEN)	ag	7 FEB 1980

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

6. C/R & S.B. - Please distribute.  
Green paper

Official file

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

NOTICE NO.  
LN 20-208

LN 20-208  
PERSONNEL  
7 February 1980

### PERFORMANCE APPRAISAL REPORT

1. The recently revised Performance Appraisal Report (PAR) with new definitions and numerical measures of performance provides an opportunity to put more realism in our PAR's and to roll back the "rating creep" of years past, where in 1978 the rating profile report on OL careerists in grades GS-11 through GS-15 indicated that 23 percent rated Outstanding; 75 percent, Strong; 2 percent, Proficient; zero percent, Marginal; and zero percent, Unsatisfactory. It will be the Office of Logistics' policy to adhere to the performance appraisal definitions found on the new PAR form.

2. Raters and reviewers are reminded that the numerical rating of 4 is the norm for the "typical performer," and that ratings of 5, 6, or 7 must be clearly justified by specific comments. The rating of 7 should be given only in the most exceptional cases, i.e., truly superior performance. Also, ratings of 3, 2, and 1 will be clearly and specifically documented to point out deficiencies.

3. It is in the best interest of all employees to have the PAR's accurately reflect their performance. Career panels use PAR's in the comparative ranking exercises and more descriptive narrative comments would assist panel members in determining the ranking. More accurate PAR's also would result in better counseling sessions and, hopefully, more realistic expectations on the part of careerists.

4. Raters and reviewers are tasked to do their part to make PAR's meaningful. The new system requires that supervisory and managerial personnel be evaluated on the "quality of performance appraisal." Division management should be aware of the quality of reports submitted to OL/P&TS for processing.

[Redacted Signature Box]

James H. McDonald  
Director of Logistics

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